

## Appointment

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**From:** Applestein, Brian [Applestein.Brian@epa.gov]  
**Sent:** 7/26/2021 5:07:56 PM  
**To:** Applestein, Brian [Applestein.Brian@epa.gov]; Freedhoff, Michal [Freedhoff.Michal@epa.gov]  
**CC:** Johnson, Tina [Johnson.Tina@epa.gov]; Rivera, Carlos R. [Rivera.CarlosR@epa.gov]

**Subject:** Freedhoff - Submitting SEAD 3 Reports  
**Location:** Microsoft Teams

**Start:** 7/30/2021 7:00:00 PM  
**End:** 7/30/2021 7:30:00 PM  
**Show Time As:** Busy

**Required Attendees:** Freedhoff, Michal  
**Optional Attendees:** Johnson, Tina; Rivera, Carlos R.

Ms. Freedhoff – I will connect with you via Teams to review the SEAD 3 Report Submission procedures. Here is the guidance we will review:

SEAD 3 Reporting Forms can be found on the [EPA SEAD 3 web page](#).

When reporting foreign travel remember to include foreign layovers and all travel between foreign cities.

Once your form is fully completed, submit your report **VIA ENCRYPTED EMAIL** (open a New Email -> click “Options” at the top -> click on “Encrypt” at the top which will turn gray) to the following individuals in PSB:

Robin Watterson: [watterson.robin@epa.gov](mailto:watterson.robin@epa.gov)  
Frank Welsh: [welsh.frank@epa.gov](mailto:welsh.frank@epa.gov)

**\*\*\*Encrypting the email will protect your PII and other sensitive information contained on the forms.\*\*\***

Please also note that your foreign travel report is due at least 10 days prior to departure.

In addition, please complete [SEAD 3 Defensive Travel Training](#) located on FedTalent prior to your departure which is good for 12 months from the date completed unless you travel to a higher-threat destination within that time-period. In that case we may require you to receive a refresher brief or we could pass along other threat information. [The SEAD 3 Portal](#) referenced in the training is no longer operative.

Finally, within 5 business days of your return, please complete and submit the designated the SEAD 3 Foreign Travel Debriefing Form using the directions provided above.

I look forward to speaking with you.

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United States, Washington DC

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